

Sebastian Asaro

(b) (6)

EXPERIENCE

Public Buildings Service, (b) (6), General Services Administration

(b) (6)

Senior Contracting Officer

May 2019 - Present

- Manage multiple contract awards that compile a \$100 million portfolio of executive-level internal customer contracts for design and construction goods and services.
- Issue Requests for Proposals, Requests for Quotes, and Invitations for Bids through federal government-wide approved systems (e.g. FBO, GSA eBuy).
- Review and negotiate vendor proposals on lowest price technically acceptable, sealed bidding, or best value basis.
- Conduct cost and price analysis on price proposals of varying complexity.
- Mentor a group on Contracting Specialists and Officers on the procurement process, regional policy, and best practices.

Public Buildings Service, (b) (6), General Services Administration

(b) (6)

Supervisory Contracting Officer

April 2018 – May 2019

- Supervised eight Contracting Officers of various experience levels in the full range of day-to-day contract award and administration.
- Mentored both experienced and new employees to ensure an active and developed acquisition workforce.
- Managed a \$400 million portfolio of executive-level internal customer contracts for design and construction goods and services.
- Developed procurement strategy used to implement the best value for the organization's high risk and prospectus project portfolio.
- Reviewed and refine regional procurement policy used to enhance operational efficiency and regulatory compliance.
- Promoted competition and determine acquisition strategies as procurement expert on various program management teams.
- Reviewed and negotiated vendor proposals on lowest price technically acceptable, sealed bidding, or best value basis.

Public Buildings Service, (b) (6), General Services Administration

(b) (6)

Contracting Officer

July 2014 – March 2018

- Managed a \$250 million portfolio of executive-level internal customer contracts for design and construction goods and services.
- Issued Requests for Proposals, Requests for Quotes, and Invitations for Bids through federal government-wide approved systems (e.g. FBO, GSA eBuy).
- Conducted cost and price analysis on price proposals of varying complexity.

- Performed market analysis and coordinate with the Office of Small Business Utilization (OSBU) to determine small business set-aside decisions.

Financial Information Services Agency, City of New York

Contract Analyst

New York, NY

September 2013 – June 2014

- Managed \$800 thousand of executive level information technology contracts for the procurement office.
- Developed various standard solicitation templates for future agency use.
- Generated and issued Requests for Quotation (RFQ) and Solicitations on city-wide advertising systems.
- Negotiated prices, quantities, and terms with private vendors on various government purchases and programs.

Defense Intelligence Agency, Department of Defense

Contract Specialist

Washington, DC

September 2010 – August 2013

- Managed a \$200 million portfolio of high-level internal customer contracts for intelligence goods and services.
- Performed industry analysis and coordinated with representatives from legal, finance, and small business administration teams.
- Issued Requests for Proposals and Requests for Quotes through federal government-wide approved systems (e.g. FBO, GSA eBuy).
- Reviewed and negotiate vendor proposals on lowest price technically acceptable or best value basis.
- Conducted cost and price analysis on price proposals of varying complexity.

LICENSES, CERTIFICATIONS, AND VOLUNTEER POSITIONS

- Bar Admission, State Bar of New York, March 2018
- GSA-Issued Unlimited Contracting Officer's Warrant
- Federal Acquisition Certification – Contracting (FAC-C), Level III Certification
- Advisor, Employee Development Council (EDC), GSA Public Building Service
- (b) (6)

EDUCATION

Brooklyn Law School, Brooklyn, NY

(b) (6)

Northeastern University, Boston, MA

Bachelor of Science, (b) (6), Business Administration, (b) (6)